

**DELAWARE DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
REDDEN STATE FOREST  
LODGE APPLICATION FOR RENTAL**

**DATE APPLICATION SENT TO RENTER:**

**Name of Person Responsible:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
\_\_\_\_\_

**(For refund purposes only)**

**Name of Group/Organization:** \_\_\_\_\_

**Date(s) requested:** \_\_\_\_\_ **Alternate Date(s):** \_\_\_\_\_

**Type Use:** \_\_\_\_\_ **Daily** \_\_\_\_\_ **Evening** \_\_\_\_\_ **Weekend** \_\_\_\_\_ **Overnight**

**Check in time:** \_\_\_\_\_ **Check out time:** \_\_\_\_\_

**Organization/Group:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State & Zip Code:** \_\_\_\_\_

**Daytime phone :**(\_\_\_\_) \_\_\_\_\_ **Evening phone:** (\_\_\_\_) \_\_\_\_\_

**Purpose for Lodge use:** \_\_\_\_\_

**Number of attending:** \_\_\_\_\_ **Age ranges of attendees:** \_\_\_\_\_

At the sole discretion of the Delaware Department of Agriculture, a violation of any Redden State Forest Lodge rules could result in the forfeiture of any fee and removal from the premises.

I certify that I have read the attached rules and regulations ***and assume full responsibility for all activities at the Lodge during the rental period.*** Furthermore, I agree to hold the Delaware Department of Agriculture harmless from liability for any and all damage to property or injury to any person that may occur during the Lodge rental.

_____ <b>Signature of Person Responsible</b>	_____ <b>Date</b>
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**FOR DEPARTMENT USE ONLY**

**Reservation**      Deposit Date received \_\_\_\_\_      Ck/Cash \_\_\_\_\_      Ck # \_\_\_\_\_

**Security-Damage**      Deposit Date received \_\_\_\_\_      Ck/Cash \_\_\_\_\_      Ck # \_\_\_\_\_

Received by: \_\_\_\_\_      PSD \_\_\_\_\_      Approved by: \_\_\_\_\_

Security-Damage Deposit:      Invoice/Refund# \_\_\_\_\_      Itemized List Date: \_\_\_\_\_      Date Sent: \_\_\_\_\_

   Inv./Refund Amt. \_\_\_\_\_      List Prepared by: \_\_\_\_\_

**DELAWARE DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
REDDEN STATE FOREST LODGE**

1. No person shall deposit rubbish, garbage, refuse, trash or other debris of any kind on any land administered by the Delaware Forest Service.
2. Maximum Lodge capacity is 45 persons (overnight use).
3. The organization must provide at least two adult supervisors per group, and a minimum of one adult supervisor per ten youths. Youth are defined as children under 21 years of age.
4. The use or possession of illegal drugs is strictly prohibited. Additionally, alcoholic beverages are prohibited (unless approved in writing by the Delaware Forest Service). Smoking and the use of other tobacco products are prohibited inside the Lodge.
5. Unauthorized heating equipment is prohibited in the Lodge. The fire alarm system is designed for the protection of all those who use the Lodge and the structure itself. **Any misuse or intentional activation of this and other alarms is strictly prohibited and legal action(s) will be taken pursuant to Delaware Code.**
6. The use or possession of **firearms or other weapons (except as permitted for legal hunting outside the safety zone, or as approved in writing by the Delaware Forest Service)**, etc., is strictly prohibited.
7. No outside fires may be started at any time in the vicinity of the Lodge, except in the permanent grills installed on site and the fire pit area, or as approved in writing by the Delaware Forest Service.
8. Service dogs are permitted; no other pets shall be permitted within or near the Lodge.
9. An adequate supply of firewood will be provided and placed on the back porch.. Please do not retrieve additional wood from the shed/storage area. No charcoal, wax logs, or other materials shall be used in the fireplaces.
10. No sleeping facilities are provided at the Lodge. There are cooking facilities and tables and chairs for eating. There are no pots, pans, dishes, or serving articles. Do not move any furniture or fixtures. Folding tables and chairs are not permitted outside the Lodge.
11. The telephones at the Lodge are provided for emergencies, local calls, and credit card or collect long distance calls and are only for use by adults, except in emergencies. You must dial "9" before placing any call. The number for both Lodge phones is (302) 856-5939, and incoming calls can be received. Please remember these telephones are only to be used when necessary and are not for social calls. It is the responsibility of the applicant to honor these restrictions and inform all lodge users of the telephone restrictions. If the telephone restrictions are not honored, the Delaware Forest Service reserves the right to remove the telephones at any time.

**DELAWARE DEPARTMENT OF AGRICULTURE  
FOREST SERVICE  
REDDEN STATE FOREST LODGE RENTAL FEES**

Reservations, Deposits, and Cancellations

- Reservations shall be made on a “first-come, first-served” basis. To secure a reservation, a completed application and the full (100%) Lodge user fee must be received at least 120 days prior to the desired reservation date.
- A security-damage deposit in the amount of \$100.00 must be received at the time of check-in. If the security-damage deposit is not paid prior to check-in, the person/group/organization will not be permitted use of the lodge.
- The security-damage deposit will be returned within 5 days after check-out, if the lodge is found in good condition. If the lodge is not found in good condition, an itemized list of charges will be provided to the person/group/organization.
- **Cancellation policy:** Reservations must be canceled at least fifteen (15) working days prior to the arrival date. If this cancellation policy is not followed, the reservation deposit will be forfeited. The security-damage deposit will be refunded for all cancellations.

Types of Use

- Daily: 9:00 a.m. - 3:00 p.m.
- Evening: 4 p.m. - 10 p.m.
- Weekend: Friday 4 p.m. - Sunday 10 p.m.
- Weekday Overnight: 4 p.m. - 8 a.m.

Lodge Rental Fees

Lodge user fees shall be as follows:

May 1 to September 30

\$75	Daily, Evening Use, and Weekday Overnight
\$200	Weekend Use

October 1 to April 30 (Increased fees due to heating expenses)

\$60 ( <b>\$85</b> )	Daily, Evening Use, and Weekday Overnight
\$175 ( <b>\$225</b> )	Weekend Use

**Checks should be made payable to: Department of Agriculture.**

**Payments and application should be mailed to:**

**Redden State Forest  
18074 Redden Forest Drive  
Georgetown, DE 19947  
(302)856-2893  
weekdays 8:00 a.m. - 4:30 p.m.**

## **Delaware Forest Service**

### **Redden State Forest Lodge Check List**

**PLEASE NOTE - VERY IMPORTANT!!** The Delaware Forest Service (DFS) is very proud to offer the historic Redden Forest Lodge for your enjoyment. We take pride in its appearance and we work very hard to minimize our costs so that we can offer it to you at a reasonable price. However, we need your assistance to achieve these goals.

Before vacating the Lodge, please ensure you have completed the following checklist. Failure to complete these tasks may result in the DFS revoking your right to use the Lodge in the future and/or retaining either a portion or all of your damage deposit to complete the unfinished tasks. Cloths, paper towels, trash bags, cleaning solution, and glass cleaner are provided in the Lodge.

#### **Kitchen**

- ( ) Wipe with a damp cloth the counter tops, shelving, cupboards, sinks, range, refrigerator and microwave. Use the cleaning solution if necessary.
- ( ) Turn off the cooking range.

#### **Bathrooms**

- ( ) Wipe with a damp cloth all sinks, paper towel holders, commodes, showers, and bath tub.
- ( ) Clean mirrors with a damp cloth and glass cleaner.

#### **All rooms**

- ( ) Do not move any furniture secured to the floor or remove their fastenings.
- ( ) Wipe all furniture with a dusting cloth.
- ( ) Wipe all folding tables and chairs with a damp cloth and return them to their original location.
- ( ) Shut and lock all windows and doors.
- ( ) Sweep and mop all floors.
- ( ) Sweep sidewalks and porch.
- ( ) Fully extinguish any fires in the fireplace or in the fire pits outside the Lodge.
- ( ) Place all trash in the provided trash bags and place the bags in the outside containers located next to the back door to the kitchen. Place new bags in the trash receptacles.